

Preparing for a Pandemic

**The Planning
TOP 10 LIST**

Purpose: To assist in the preparation of a department continuity of operations plan in the event of an infectious disease outbreak, such as pandemic influenza, where 30% to 40% of personnel may be unavailable to work for several weeks or months due to factors such as personal illness, family member illness, community containment measures and quarantines, school and/or business closures, and public transportation closures.

Organization: _____ Name of Person Completing this Form: _____

Telephone #: _____ E-mail Address: _____ Date: _____

YES	NO	Planning Activities
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1. A Pandemic Influenza Coordinator (PIC) has been identified for your department.

- If yes, please list the name: _____
- Additional planning activities: _____

YES NO

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A. The role and responsibilities of the PIC have been defined.

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B. The need for a pandemic influenza/continuity of operations planning committee for your department has been assessed.

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2. The potential impact of a pandemic on your department's budget and financial operations has been estimated and discussed, given aspects of your operations may be severely curtailed or need to be expanded.

YES**NO****Planning Activities**☐☐

3. The following activities have been completed in order to maintain your department's operations in the event of a pandemic or large infectious disease outbreak (where 30% to 40% of your staff are unable to work).

- Planning activities:

YES NO☐☐

- A. Essential employees (and/or job functions) have been identified.

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- B. Critical assets/inputs (e.g., materials and supplies; contractor services) have been identified, and "Supplier/Critical Vendor" sheets have been completed.

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- C. Important records (hard copy and computer files) have been identified and a determination has been made regarding whether they need to be duplicated and/or stored off-site.

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- D. Essential services have been identified and assigned a priority:

- **HIGH** Priority/Essential: these services must be performed in order to fulfill legal, safety/security or regulatory obligations.
- **MEDIUM** Priority: these services may need to be performed in order to maintain a revenue stream or to support the high priority services.
- **LOW** Priority/Non-Essential: these services can be discontinued for a period of time (may need to define for each service) while the department is recovering from prolonged staff absences.

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4. Scenarios which would likely result in an increase or decrease in demand for your department's services (high, medium, and low priority services) have been identified and discussed.

YES**NO****Planning Activities**☐☐

5. A 24/7 contact for your department's Emergency Communications Plan (ECP) has been identified.

- If yes, please list the name: _____
- Additional planning activities:

YES NO☐☐

A. The ECP is kept off-site as well as within the department.

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B. The ECP identifies key department contacts (including: name, home phone, cell phone, home e-mail, emergency contact name and number).

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C. The ECP contains a phone-tree chain for emergency communication to all department employees.

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6. Employee absences during a pandemic or large infectious disease outbreak have been anticipated.

- Additional planning activities:

YES NO☐☐

A. A "Chain of Command" (and alternates/back-ups) has been identified in your department.

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B. A procedure for tracking and communicating department and employee readiness to work during emergencies/pandemics/large infectious disease outbreaks has been developed.

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C. Sick leave policies have been reviewed and policy flexibility has been discussed.

YES	NO	Planning Activities												
<input type="checkbox"/>	<input type="checkbox"/>	7. “Social distancing” guidelines have been identified which modify the frequency and type of face-to-face contact <u>among</u> employees (e.g., re-considering seating in meetings; office layout; shared workstations), and <u>between</u> employees and customers/clients, in order to minimize disease transmission.												
<input type="checkbox"/>	<input type="checkbox"/>	8. The ability for the department to function using flexible work schedules and work hours (e.g., staggered shifts) and alternate worksites (e.g., home; telecommuting) has been assessed. <ul style="list-style-type: none"> Additional planning activities: <table border="0"> <thead> <tr> <th>YES</th> <th>NO</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>A. Employees that can work from home have been identified.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>B. Available resources for employees to work from home have been identified, and items needed for purchase have been listed.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>C. A policy addressing flexible work schedules and sites has been developed and approved.</td> </tr> </tbody> </table> 	YES	NO		<input type="checkbox"/>	<input type="checkbox"/>	A. Employees that can work from home have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	B. Available resources for employees to work from home have been identified, and items needed for purchase have been listed.	<input type="checkbox"/>	<input type="checkbox"/>	C. A policy addressing flexible work schedules and sites has been developed and approved.
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<input type="checkbox"/>	<input type="checkbox"/>	9. Authorities, triggers, and procedures for activating and terminating the department’s pandemic response plan (which would alter department business operations and transfer business knowledge to key employees) have been identified and implemented.												
<input type="checkbox"/>	<input type="checkbox"/>	10. The education of department employees through printed materials and educational programs covering: <ol style="list-style-type: none"> 1) pandemic influenza fundamentals (e.g., signs and symptoms of influenza; modes of transmission), 2) personal and family protection (e.g., hand hygiene, coughing/sneezing etiquette); and, 3) response strategies (e.g., social distancing; contingency plans; quarantine), has been planned or is in process. 												